The form of the contract being now agreed, the vendor's solicitor and the purchaser's solicitor each engross one "part" or form of the agreement (on stout paper) which they each get their own client to sign. If a printed standard form of contract is utilized, the engrossments are, of course, made on further printed copies. In some instances owing to the absence of the vendor or purchaser the contract is signed on his or her behalf by an agent or attorney. Before accepting such a contract, the other party's solicitor should be satisfied that the agent or attorney is duly authorised and has power to sign.

Both "parts" of the contract having been engrossed and signed, the solicitors arrange an appointment to meet and "exchange" them. Etiquette provides that this appointment shall be at the office of the vendor's solicitor, although this is always a matter of mutual arrangement. At the appointment one solicitor will read his agreement out to the other to see that both parts are in exactly similar words and they then exchange their agreements, the vendor's solicitor taking the part signed by the purchaser and the purchaser's solicitor the part signed *by* the vendor. If there is a plan attached to the agreement, the

plan on the one part should be inspected and checked against the plan on the other part and it is highly advisable (though unfortunately not always done) that the vendor and purchaser should sign the plan as well as the body of the contract.

If the part handed to you has a plan which is not signed, it is desirable to ask the other solicitor to sign it on his client's behalf. On taking the new part of the agreement the solicitor should see that